

**TITAN STUDENT UNION  
OPERATING POLICIES**

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**TITAN STUDENT UNION, CSUF, INC.**  
**OPERATING POLICIES**

1. GROUPS AUTHORIZED TO USE TITAN STUDENT UNION FACILITIES [2/23/94]
  - A. Associated Students, Inc./Titan Student Centers
    - 1) Associated Students, Inc. - the ASI Board of Directors, official committees of the Board, and programs and services regularly funded and operated by the Board.
    - 2) Titan Student Centers - the TSC Governing Board, official committees of the Board, and programs and services regularly funded and operated by the Board.
    - 3) Associated Students, Inc./Titan Student Centers Operational Staff - full and part time Titan Student Centers building staff conducting Associated Students, Inc. or Titan Student Centers business.
  - B. Registered Organizations [11/10/10]
    - 1) Registered Clubs and Organizations - clubs and organizations who have been officially recognized by the University.
    - 2) Special Programs and Events - sponsored and/or funded but not operated by the ASI/TSU.
    - 3) Alumni Office/Association - Any official activity of the alumni office or any activity conducted by officially recognized alumni groups.
    - 4) Osher Lifelong Learning Institute (OLLI) - Any official activity of the OLLI program sponsored by the CSUF Office of Extended Education.
  - C. CSUF Departments, Administrative Units and Support Groups
    - 1) Groups conducting University business and support functions. Groups to be included in this category include: CSUF offices, departments, colleges, administrative units, and support groups; recognized faculty and staff committees and boards; CSU chancellor and trustees; recognized CSUF civic groups formed to aid CSUF students.
  - D. Extended Education
    - 1) Extended Education - Any program, function, or meeting sponsored by the Office of Extended Education.
  - E. Private Use by CSUF Students, Faculty/Staff, or Alumni [2/23/94, 3/12/86]
    - 1) Private Use - students, faculty/staff, or alumni scheduling facilities for private, non-professional, non-campus programs and activities.

1. GROUPS AUTHORIZED TO USE TITAN STUDENT UNION FACILITIES (continued)
  - F. Off-Campus [2/23/94, 3/28/90]
    - 1) Off-Campus Organizations - all other off-campus groups and individuals whose events are consistent with the mission and purpose of the University. [2/11/04]
    - 2) Campus Community Members - scheduling facilities for any off-campus professional organization.
    - 3) Commercial Filming – all professional, independent and non-CSUF student film production entities reserving facilities for the purpose of filming. [11/12/03]
2. RESPONSIBILITY OF GROUPS USING TITAN STUDENT UNION FACILITIES [2/23/94]
  - A. All groups are required to follow campus policies and regulations pertaining to their activity or program.
  - B. All groups are required to follow Titan Student Union procedures and policies including those listed in the Titan Student Union facility use agreement. [2/11/04]
  - C. Groups reserving Titan Student Union facilities are responsible for the conduct of their members and guests.
  - D. Groups shall be held responsible for any damages caused to Titan Student Union property and equipment by their members or guests. [2/23/94, 11/11/81]
  - E. Private use/off-campus groups and individuals, as well as their vendors and subcontractors, hosting activities or conducting business in the Titan Student Union facilities may be required to provide liability insurance in specified limits naming Associated Students, Inc. and other entities as additionally insured. [5/12/10, 4/25/07, 2/11/04]
3. GENERAL RESERVATIONS POLICIES [2/23/94]
  - A. Groups wishing to reserve Titan Student Union facilities must do so through the University Conference Center office. Limited exceptions apply in terms of scheduling the bowling and games area of the Titan Student Union. [2/11/04]
  - B. All student groups reserving Titan Student Union facilities must have an active Associated Students, Inc. Agency Account.
  - C. All facilities must be scheduled in advance. All details associated with the use of facilities must be completed by the deadline date. The deadline date will be determined according to the following schedule:
    - 1) Meetings - must be finalized 3 business days (72 hours) prior to the meeting date.
    - 2) Minor events - events which require no special staffing or set-up, have simple audio-visual requirements, or exclude alcohol service must be finalized ten (10) business days prior to the event date.
    - 3) Major events - dances, banquets, concerts and other events that require special staffing or set-up, have complex audio-visual requirements, or include alcohol must be finalized fifteen (15) business days prior to the event date.
  - D. All reservations are subject to automatic cancellation without notice if the details are not completed by the deadline date.

3. GENERAL RESERVATIONS POLICIES (continued)

- E. Changes in reservations requested after the given deadline will result in a charge if these changes involve a change in the facility reserved, the physical or audio-visual set-up, staffing requirements, or facility access time. Accommodation of changes requested after deadlines are subject to facility and staff availability at time of request. [2/11/04]
- F. The scheduling process is completed only when the requester has met all deadlines dates, other administrative requirements and received written confirmation from the University Conference Center office. [4/25/07]
- G. Groups may not advertise a meeting or event until it has been confirmed; doing so may result in event cancellation. [2/11/04]
- H. The scheduling of activities, meetings or programs by recognized clubs or organizations must be executed by the appointed or elected officers, leaders or chairpersons. [10/14/15, 2/23/94, 11/11/81]
- I. The person responsible for the event must complete all reservations details and must be in attendance at the event. The University Conference Center office must be informed in advance of any change in the person responsible for an event. Failure of a group to comply with this policy may result in the immediate loss of all scheduling privileges.
- J. No organization may reserve space on behalf of another organization. Organizations may not sell, sublease, or transfer reservations to another individual or organization. The organization reserving the space must be the primary organizer and the sponsor of the event. Failure to comply with this policy will result in immediate suspension of facility use privileges.
- K. TSU rooms designated for reoccurring meetings or assemblies are Alvarado AB, Bradford AB, Presidents' Room, Gabrielino, Gilman AB, Hetebrink AB, Legislative Chambers I & II, Ontiveros ABC, Stearns, Tuffree AB and the Titan Theatre. Affiliated student organizations may schedule these designated spaces not to exceed one (1) four-hour reservation per week, and may be requested up to two (2) semesters in advance. An additional reservation or meeting hours may be requested on a space available basis not more than one (1) week before the meeting date. [12/9/15, 4/25/07, 2/15/06, 4/5/00, 2/23/94, 3/28/90]
- L. TSU rooms designated for special events are the Pub, Garden Café, Becker Amphitheatre, and any combination of Portola Pavilion ABC. Affiliated student organizations may schedule up to four (4) single-date reservations in each TSU event space within each semester. [2/15/06, 4/5/00, 2/23/94, 3/28/90]
- M. Affiliated student organizations may schedule one (1) reservation per semester for Titan Bowl & Billiards at no charge. Such scheduled activities may use any combination of available bowling lanes, billiards and table tennis/foosball tables and are not to exceed three-hours and no more than fifty (50) guests. If an event with more than fifty (50) guests is requested, a staffing fee will be required. Any additional reservations per semester will be assigned appropriate rental and staffing fees. [12/9/15, 2/24/10, 2/15/06]
- N. All "presale" and "day of event" ticket sales for events, sponsored by University-recognized student organizations, held in Titan Student Union facilities must be conducted by TSU staff. Groups shall be charged a fee for the coordination of ticket sales. Groups shall also be charged the appropriate hourly rate for any special staffing needed to conduct such sales. Groups may not elect to conduct their own ticket sales or resale tickets following their purchase from the Titan Student Union. Exceptions will be given by TSC Director or designee. [10/26/05, 2/11/04]

3. GENERAL RESERVATIONS POLICIES (continued)

- O. Reassignment of space may occasionally be necessary and shall be done at the discretion of the University Conference Center office. Whenever possible, the Titan Student Union will notify groups of any facility change in advance. [2/23/94, 3/28/90]
- P. The TSU reserves the right to cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, in the interest of public safety, threat of imminent danger, or acts of God. [2/11/04, 2/23/94, 3/28/90]
- Q. Recognized student organizations may reserve rooms up to 14 months in advance for activities taking place during academic semesters; spaces for recognized faculty/staff activities may be reserved 13 months in advance; and members of the general public may reserve rooms 12 months in advance. [12/9/15, 5/14/97]
- R. All groups scheduling meetings and activities must agree to and sign specific facility use agreements terms and conditions prior to facility use. [2/11/04]
- S. TSU Room 250 is designated specifically for the use of the following user groups: 1) those student organizations which have been assigned and are current occupants in the TSU Student Organization Wing; 2) Associated Students, Inc. managed programs; and 3) Dean of Students Office business meetings. Unlike other meeting rooms in the facility which are scheduled through the University Conference Center office, this room is generally scheduled through the Dean of Students Office (Student Organization Resource Center desk). All other TSU operating policies remain in effect for those groups using this room. Special requests to schedule this space by other authorized users of the Titan Student Union must be reviewed and approved by the TSC Director in advance. [10/27/04]
- T. All student groups with payments which are more than 90 days past due to the Associated Students, Inc., shall be restricted from making new TSU facilities and/or equipment reservations or bookings until all such past due payments are cleared with the ASI Accounting Office. [12/9/15, 5/18/05]
- U. In accordance with Section 13113.6 of the California Health and Safety code, appropriate announcements will be made at the beginning of all events hosted in the TSU which include live entertainment, a stage and an audience between 50-1,000 people. These announcements will include language drawing attendees' attention to the signed emergency exits. Announcements may be read by event staff or volunteers, or played from a recording as appropriate. [2/15/06]
- V. Recognized student organizations and campus departments may reserve locations in facility for the purposes of collecting donated goods (i.e., canned foods, school supplies, etc.) as part of planned charitable "drive" activities, subject to the approval of the TSC Director or designee. Factors associated with approval, include issues of sanitation and the impact of other facility uses (i.e., perishable foods, odorous materials, prior experience with managing collections, pest control issues, etc.). A maximum of two (2) such collection drives are allowed to take place concurrently, where each sponsoring organization is allowed to place one (1) collection receptacle within the facility as part of their activity, at locations pre-approved by TSC Director or designee. Collection periods may not exceed one (1) month in duration. Sponsoring organizations and departments are limited to one such reservation per academic term. Collection receptacles are also subject to pre-approval by TSC Director or designee, and organizers may be required to utilize a student union-provided receptacle for their use. [12/1/10]

4. CANCELLATION OF RESERVED FACILITIES [2/23/94, 3/28/90]

- A. Cancellation of a reservation must be made by the requester, an officer (for student organizations), or the chairperson (for other organizations). Cancellations must be completed according to the timelines listed below or late cancellation charges will result: [2/11/04]
- 1) Cancellation of meetings may be made no later than three (3) business days prior to the meeting.
  - 2) Cancellations of minor and major events may be made no later than 10 business days prior to the event.
- B. If a student group fails to notify the University Conference Center office of a meeting cancellation in advance and does not show up to their scheduled meeting, the group will be considered a "no show." [2/11/04]
- 1) After the first "no show," the group will be issued a written warning.
  - 2) After the second "no show" within the same semester, the group will be charged \$15.00. This charge must be paid within five (5) working days, or by the next reservation, whichever comes first. The group will not be allowed to book any further reservations until the charge is paid. Additionally, any reservations currently on the books will not be honored until the charge is paid. [2/11/04]
  - 3) After the third "no show" within the same semester, the group will be charged \$30.00. All reservations currently on the books will be immediately canceled and the group will not be allowed to make any further reservations until the charge is paid. [2/11/04]
- C. Labor charges will be assessed for canceled events when physical set-up costs and on site staffing cost at the scheduled event have been incurred. [2/11/04]

5. PUBLIC AREA SCHEDULING [2/23/94, 3/28/90]

The Director/designee may at his/her discretion schedule "public space" for activities which do not conflict with the intended purpose of the area being reserved. Intent to schedule activities in public space during normal operating hours shall be posted one week in advance.

- A. Alumni, Quiet, Fireside, Meditation and Mainframe Computer Lounges [4/25/07, 2/11/04]
- B. All Lobbies
- C. Courtyard, Garden Café and Lower Level Arcade
- D. Food Court, Pub and Public Patios
- E. Titan Billiards Area [4/25/07, 2/11/04]
- F. Exceptions: Atrium, Theatre Island, South Patio and Titan Bowl [4/25/07, 2/11/04]

6. AUTOMATIC SCHEDULING OF FACILITIES [2/23/94]

From time to time, the Titan Student Centers staff may determine that certain established events should be scheduled in advance of established timeframes if it has been determined that these events are in the best interests of the Titan Student Union and student life. [2/11/04]



7. ACADEMIC PROGRAMS [2/23/94, 2/13/91]

Titan Student Union facilities shall not be used for the instructional activities of courses scheduled by the University. Exceptions are as follows:

- A. Billiard and bowling classes may make some special arrangements to conduct their classes in the recreational area of the Titan Student Union. Regular bowling and billiards charges shall apply.
- B. Academic classes for credit may be scheduled only by the Office of Extended Education. Appropriate facility use charges shall apply.
- C. Groups conducting instructional activities which are of special interest to the University community and which are open to the University community may request the Titan Student Centers Governing Board to grant special exceptions. Appropriate facility use charges shall apply.
- D. Student-led educational activities for CSUF course credit (including class projects, presentations and filming) may be allowed a one-time use of meeting space during open building hours at no charge. [12/9/15]

8. PUB POLICY [4/25/07, 2/11/04, 2/23/94, 3/28/90, 11/3/99]

The Pub facility is intended as a food service area. Additionally, it serves as a permanent programming area for Associated Students, Inc. Productions programming. The Pub may be reserved by other groups/organizations for use outside of the established operating hours. Groups/Organizations may use the Pub during operating hours only with prior approval from director/designee and after coordination with Food Service operations. All events are subject to the event policies outlined in this document.

9. AMPHITHEATER POLICY [4/25/07, 2/11/04, 2/23/94, 5/15/91, 4/30/86]

Amplified music in the amphitheater shall be restricted to between noon and 1:00 pm on school days. The only exception to this policy shall be granted when the group obtains a signed clearance from the Dean of Students Office and presents it to the University Conference Center Office. Amplified sound will be limited to 100 decibels. Loudspeakers are only to face into the Amphitheater area. Costs for staffing will be the responsibility of sponsoring group.

10. AUDIO VISUAL EQUIPMENT [2/23/94]

Audio visual (AV) equipment is available to all groups approved for scheduling Titan Student Union facilities.

- A. Groups using Titan Student Union AV equipment shall be held financially responsible for all damage to or loss of equipment reserved for their use.
- B. All groups will be charged the appropriate hourly rate for the services of a Titan Student Centers AV technician when required.
- C. Only authorized building staff may operate any Titan Student Union equipment unless permitted otherwise by the TSU Associate Director. [2/11/04]
- D. Charges or deposits will be required when appropriate.

11. RESERVATION OF EQUIPMENT FOR USE ON PREMISES OTHER THAN THE TITAN STUDENT UNION [4/25/07, 2/23/94]

- A. Titan Student Union property shall generally not be available to individuals or groups for use on premises other than the Titan Student Union. The Titan Student Centers Director/Designee is authorized to apply certain exceptions for:
- 1) Titan Student Centers sponsored and operated activities or events.
  - 2) Associated Students, Inc. sponsored and operated activities or events.
  - 3) Special events or programs which support the general mission of the Titan Student Centers.
  - 4) When requested equipment is surplus in nature and not needed to support the day to day operations of the TSU. [2/11/04]
- B. Deposits or charges will be required when appropriate.

12. SET-UP/TEAR DOWN/STORAGE

- A. To insure the health and safety of Titan Student Union guests, only authorized Titan Student Centers staff shall be permitted in areas where set-ups, tear-downs, or repair and maintenance is in progress. [2/23/94, 3/28/90]
- B. Storage areas located within the Titan Student Union may be utilized only by authorized Titan Student Centers staff.
- C. The TSU and the University assumes no liability for customer property stored on its premises or used in conjunction with a sponsored program. [2/11/04]

13. EVENT STAFFING

- A. Facility preparation for all events, programs and meetings occurring on Titan Student Union premises is the responsibility of authorized Building Operations staff. Groups reserving Titan Student Union facilities may not elect to provide their own set-up and clean-up so as to reduce rents, fees or other charges.
- B. Charges for adequate staffing and service will be made to all groups. Staffing requested during University recognized holidays shall be provided at 1-1/2 times the appropriate hourly rate normally charged. [2/23/94, 3/28/90, 12/12/84]
- C. The TSC Director/Designee shall determine the number of staff required for all events in the Titan Student Union
- D. Volunteers may be used to supplement TSU staff at some events as determined by the TSC Director/Designee. A maximum of five (5) volunteers will be allowed for every one (1) TSU staff person working an event.

14. SECURITY PERSONNEL [2/23/94, 3/28/90, 11/11/81]

- A. The Titan Student Centers Director/Designee and/or the University Police may determine that in the interest of public safety, University Police officer(s) or other security personnel must be present at certain events scheduled in the Titan Student Union. [2/11/04]
- B. The Titan Student Centers Director/Designee will arrange for any security services provided by University Police or an agency other than University Police.

14. SECURITY PERSONNEL (continued)

- C. Groups may not make separate arrangements for security without prior approval from the Titan Student Centers and the CSUF University Police.
- D. The sponsoring group shall be responsible for the payment of services provided by the University Police or any other security agency as deemed necessary by the TSC Director/Designee. Advance payment/deposits may be required. [2/11/04]

15. FOOD/BEVERAGE POLICY [2/22/12, 5/15/91]

- A. The CSUF Auxiliary Services Corporation (ASC) is the only organization authorized to engage in the retail sale of food and beverages, including cash sales, franchise operations, vending and event sales within the Titan Student Union except when it waives its right to such sales. [4/25/07]
- B. Beyond retail operations, the CSUF Auxiliary Services Corporation is also the primary provider for catering on campus. However, the University has authorized campus departments and recognized student organizations to utilize pre-approved off-campus caterers. The pre-approved caterers have provided appropriate liability insurance and other required documentation to the University as part of the authorization to conduct business on campus. Departments and student organizations may not elect to utilize any caterer not specifically pre-approved by the University. Catering exclusivity through ASC still applies to all other groups that sponsor events in the Titan Student Union.

In certain rare circumstances, it may be in the best interest of both the campus and a sponsoring group to employ the services of an off-campus caterer that has not been pre-approved by the University. In these cases, the group must secure the prior approval of CSUF Environmental Health and Safety, CSUF Contracts and Procurement, the Titan Student Union and other University departments and/or administrators as deemed necessary. Groups may not utilize Titan Student Union or University food preparation facilities to carry out their services. Off-campus caterers must comply with all campus policies and provide proof of appropriate liability and workers' compensation insurance which list Associated Students, CSUF, Inc. and various University entities as additionally insured.

- C. Self-catering is permitted only under the following conditions: [2/23/94]
  - 1) Self-catering is defined as an event sponsor providing pre-prepared food and non-alcoholic beverages from licensed commercial restaurants, delicatessens or retailers or pre-packaged snacks, fresh fruit and bottled beverages. Self-catering, does not include home-cooked or self-prepared foods, potlucks, barbeques, food prepared/managed onsite or catered meals provided by entities conducting their business activities on the CSUF campus.
  - 2) Self-catering shall be limited to seventy-five (75) persons or less and is available only to campus departments and recognized student organizations. Campus departments and recognized student organizations of more than seventy-five (75), which intend to self-cater, shall be required to secure prior written approval from both CSUF Environmental Health and Safety and the Titan Student Centers Director/Designee. [3/26/08]
  - 3) All event sponsors who engage in self-catering in the Titan Student Union, must first agree (in writing) to assume all risks associated with self-catering activities, including releasing all liabilities and holding harmless: the University, the Associated Students, CSUF, Inc. and other groups and individuals as named in the written release form. [3/26/08]

15. FOOD/BEVERAGE POLICY (continued)

- C. Approval for self-catering shall be limited to meetings and events that meet the following conditions: (continued)
- 4) Groups engaged in self-catering must comply with all University health and safety policies. Authorized groups are responsible for their own clean-up and will be charged accordingly if CSUF Auxiliary Services Corporation, Titan Student Centers, or other campus personnel are required to provide clean-up services and/or if furnishings or facilities are damaged or soiled.
  - 5) Groups authorized to self-cater may not use University or Titan Student Union food preparation facilities or related equipment and supplies.
  - 6) Exceptions to the self-catering policy for off-campus groups using Titan Bowl & Billiards may be granted by the Titan Student Centers Director or designee. [12/9/15]
- D. The Titan Student Union will assess cleaning charges or deposits where applicable.

16. TITAN STUDENT UNION ALCOHOLIC BEVERAGE POLICY [2/23/94]

- A. Alcoholic beverages may be served to student and non-student groups at events scheduled in the Titan Student Union provided the following conditions are met:
- 1) Alcoholic beverages shall be limited to wine, champagne, and beer.
  - 2) CSUF Auxiliary Services Corporation shall dispense all alcoholic beverages and shall be responsible for monitoring the consumption of alcohol. [4/25/07]
  - 3) Alcoholic beverages may be served only in conjunction with food catered by CSUF Auxiliary Services Corporation. [4/25/07]
  - 4) Only persons of legal age shall be permitted to engage in the consumption of alcoholic beverages.
  - 5) The serving and consumption of alcoholic beverages shall be permitted only in the area(s) designated for the scheduled gathering or function.
  - 6) Service of alcoholic beverages at events without full dining service shall be limited to three (3) hours and may be subject to conditions. [2/11/04]
  - 7) The Titan Student Centers Director/Designee must approve the serving of alcoholic beverages at events scheduled in the Titan Student Union. University Police must also be notified of events intending to serve alcohol and may assign officers to monitor event. The reserving group will be responsible for these officer charges. [2/11/04]
- B. Sale of Alcoholic Beverages on Campus (See University President's Directive 1: Consumption of Alcohol).
- C. Retail alcohol sales are limited to the Pub and Garden Café. Normal hours for the serving of beer in the bowling center are to begin at 5:30 p.m. with the exception of Fridays when sales will begin at 2:00 p.m. provided there are no classes meeting during these times. Alcohol is allowed in the bowling area only, excluding all other seating areas, including Billiards, TV Lounge, Power Zone and Fireside Lounge. [4/4/12, 2/23/94, 12/12/84]

17. ROOM RENTAL CHARGES

- A. The TSC Governing Board shall approve room rental and other facility charges on an annual basis or when submitted by the Director for revision. [11/11/81]
- B. When groups falling into two different fee categories elect to co-sponsor an event, the higher facility rate shall be used to determine fees. [2/23/94]
- C. Normal room charges are waived for CSUF Departments, Administrative Units, and Support Groups that sponsor programs which are of general interest to the campus community and which meet the following criteria: [2/23/94, 11/11/81]
  - 1) The program must be open and of interest to CSUF students in general; and [2/23/94, 10/30/85]
  - 2) The sponsoring group has initiated campus-wide publicity evidenced by flyers, bulletins, student portal, etc.; and [2/11/04, 2/23/94, 3/28/90]
  - 3) There is no charge for admission or donations solicited. [2/23/94, 3/28/90]
  - 4) Direct costs associated with events which are not included in normal room charges, such as event managers, chargeable AV equipment and other similar charges may not be waived without TSC Governing Board approval and are not to exceed \$150. [5/6/09]

The official, state-funded functions of academic departments, administrative units, or other components of the University shall not be considered exempt from use fees under this policy. However, academic departments and administrative units who comply with items #1, 2 and 3 may be eligible for special consideration under this policy. [2/23/94, 4/4/84]

- D. Groups sponsoring activities to which admission is charged or donations solicited should be charged the appropriate rental fee.
- E. When an organization assesses its membership a special fee for attending a function scheduled in the Titan Student Union, the fee will not be considered an admission charge when:
  - 1) The fees collected are utilized solely for the purposes of covering the costs directly related to the event.
  - 2) Attendance is by invitation only and not open to the general public. [5/16/84]
  - 3) Fees are collected in advance of the event. Exceptions must be approved by the Titan Student Centers Director/designee.
  - 4) The group agrees in writing that all funds derived from its fee charge shall be utilized only to cover the actual costs of the event, and that no intent exists to raise funds for any individual, group or cause. [5/16/84]
- F. The "private use" categories of the TSU Schedule of Charges shall apply to the private use of facilities by faculty, staff and students who wish to reserve Titan Student Union for their personal use, i.e., graduations, weddings, retirement celebrations, etc. Reservations for the purpose of hosting organizational activities of any type shall be scheduled under other appropriate categories as outlined in the TSU facility charges and room rates. [2/11/04, 4/4/84, 3/23/83]

17. ROOM RENTAL CHARGES (continued)

- G. The Titan Student Union will provide simple "meeting room" use to the Dean of Students Office and its programs without rental charges. Direct costs such as night and/or event managers and chargeable AV equipment will apply to all meeting room use. Departmental rates for room charges would be applied for the scheduled use of "activity" spaces. The Dean of Student Office agrees to use meeting rooms outside the peak use periods (Monday-Thursday, 10 am to 2 pm). Exception to this policy would require the signature from the TSU Associate Director. Additionally, room TSU-250 would be the first choice for the Dean of Students Office to use for departmental meetings. [10/10/01]
- H. Hourly facility rental fees and a refundable security deposit will be charged to groups falling under the Commercial Filming category. [11/12/03]
- I. Normal room charges may be waived for a campus-led memorial following the death of a member of the campus community. Direct costs, such as event managers and chargeable AV equipment or rental furnishings, associated with events which are not included in the room charge may not be waived. [12/9/15]

18. SECURITY DEPOSITS ON FACILITIES

Security deposits may be required when there is reason to believe that a scheduled meeting, event or activity may result in intentional or unintentional damage, misuse or theft of Titan Student Union property and/or facilities, or in such situations where significant billable labor or other such contracted services may apply. The amount of such deposits shall be determined by the TSC Director/Designee. [2/11/04, 2/23/94, 11/11/81]

19. BANNERS/POSTERS/FLYERS/DECORATIONS AND OTHER RELATED MATERIALS [4/17/91]A. Posting and Decorating

- 1) University posting policy must be observed by all individuals and groups. (See copy of University Posting Policy attached.)
- 2) The displaying of posters, notices or any facility decoration shall be limited to designated areas and approved materials. Directional signage, event banners and advertising are limited to the day of the scheduled event. Titan Student Union posting and decorating guidelines must be observed. Guidelines are available upon request. [4/25/07, 2/23/94]
- 3) Groups are responsible for removal of all materials used for decorating. Groups or individuals causing damage to Titan Student Union facilities, furniture or equipment shall be charged for the repair and/or cleaning required to restore such facilities, furniture, or equipment to original condition.

B. Banner Hanging [3/12/86]

- 1) The displaying of banners in public areas must receive prior approval of the Titan Student Centers Director/Designee.
- 2) The Associated Students, Inc. and Titan Student Centers programs will have posting priority. All other banners will be posted on a first-come, first-serve basis.
- 3) Banners displayed in public areas must include the name of the sponsoring organization, event location, and event date(s). [2/23/94, 3/12/86]

19. BANNERS/POSTERS/FLYERS/DECORATIONS AND OTHER RELATED MATERIALS (continued)B. Banner Hanging (continued)

- 4) All banners displayed at exterior locations or other public areas must be installed and removed by Titan Student Centers staff. Appropriate labor related changes will be applied to a reservation. [4/25/07, 2/23/94, 3/12/86]
- 5) Sponsoring groups may display banners in reserved facilities; however, Titan Student Union Banner Display Guidelines and Safety Procedures must be observed.

C. Display Cases

Titan Student Centers and Associated Students, Inc. programs shall have priority use of all display cases. Display cases are generally not available for use by organizations. Titan Student Union Associate Director shall coordinate all such use. [12/9/15, 2/11/04]

D. Table Tents

All table tent displays used in the Titan Student Union are to be approved and coordinated through the ASI Marketing, Communication & Design department. [12/9/15, 2/11/04]

E. Postcards, Handbills, Leaflets, etc.

Distribution of postcards, handbills, leaflets, etc. in the Titan Student Union is prohibited, except for Associated Students, Inc. programs. [12/9/15, 3/16/11, 2/11/04]

F. Stake Signs [9/17/03]

Staking of posters and flyers is not permitted in landscaping areas within and surrounding the Titan Student Union.

20. ARTS, CRAFTS, MERCHANDISE AND FOOD SALES

The Titan Student Union shall observe all campus policies regulating the sale of food and merchandise. Additionally, the Titan Student Union shall observe the following conditions with respect to sales conducted in the Titan Student Union:

- A. Only recognized student organizations and approved faculty, staff, or community groups who have received the appropriate campus approvals shall be permitted to conduct sales of food and/or merchandise in the Titan Student Union. [2/23/94, 10/22/86]
- B. The sale of food within the Titan Student Union must have the prior approval of the Titan Student Centers Director/Designee. In addition to other applicable charges, the Titan Student Union may assess a commission on all such food sales. [2/23/94, 10/22/86]
- C. Any work of art sold through the Titan Student Union Art Gallery program or other merchandise sold by recognized groups or organizations shall be subject to a 15% commission made payable to the Titan Student Union. Where this standard 15% commission is determined inappropriate or non-applicable, the Titan Student Centers Director/Designee is authorized to negotiate a new commission. The method by which food and merchandise sales are reported shall be at the discretion of the Titan Student Centers Director/Designee. [2/23/94]

21. TITAN STUDENT UNION LOUNGES AND OTHER PUBLIC AREAS [2/13/91]
- A. All food and drinks are prohibited in the Mainframe Computer Lounge and Billiard Areas. [5/2/12]
  - B. Furniture in all lounges and public areas shall be moved only by Titan Student Centers Building Services staff.
  - C. The use of amplified sound or electronic devices with amplified sound (including laptop computers, portable DVD players, MP3 players, etc.) of any kind is prohibited in the Alumni Lounge, Quiet Lounge, Meditation Lounge, Writing Room, Mainframe Computer Lounge, lobbies, hallways or other public areas. [3/16/11, 4/25/07, 11/11/81]
  - D. The Quiet Lounge is intended to be used for quiet study. Discussion, phone calls, conversations and other disruptive activities are not allowed. [2/11/04]
  - E. Individuals sleeping in public areas for extended periods may be asked to leave. [4/25/07, 2/11/04]
  - F. Art supplies or tools which may cause permanent damage to furniture (including but not limited to adhesives, glitter, X-acto knives) may not be used in public areas or on furniture. [4/25/07]
22. TITAN BOWL & BILLIARDS AREA [4/25/07, 2/13/91]
- A. There shall be charges for the use of bowling, billiards, table tennis and gaming center. [4/18/12]
  - B. Users are responsible for the proper use of all equipment.
  - C. Users who damage, lose or fail to return equipment will be charged appropriate repair or replacement costs.
  - D. Users who fail to comply with safety and policy regulations may lose their use privileges.
23. MAINFRAME COMPUTER LOUNGE [2/13/91]
- A. There is no charge for students to use the computers, CDs, headphones, and/or magazines. Non-students will be charged per hour in advance for use of the space.-[2/11/04]
  - B. There shall be charges for printing and merchandise. [2/11/04]
  - C. Users who misuse, lose or fail to comply with the Mainframe Computer Lounge procedures and policies may lose their use privileges. [2/11/04]



25. TITAN STUDENT UNION RATES FOR RECREATIONAL FACILITY USE (TITAN BOWL & BILLIARDS & GRAPHIC SERVICES) [4/25/07, 2/13/91]

A. Titan Student Union Student Rates

Student rates in the Titan Student Union will include the student and one guest at student price - with proper identification.

B. Titan Student Union Special Employee Rates

All employees employed in the Titan Student Union will be charged the student rate for the use of games & recreational facilities.

C. Special Memberships

1) "Friends of the University" Members

"Friends of the University" Members who hold membership cards are allowed to use the Titan Bowl & Billiards and Graphic Services facilities of the Titan Student Union on the same basis as faculty and staff. [4/25/07]

2) Alumni Association Members

The CSUF Alumni Association shall be permitted the use of all Titan Bowl & Billiards facilities at the same fee and/or rental charge as applied to recognized student organizations. Additionally, individual usage fees and charges shall be applied to members of the CSUF Alumni Association at the same rate applied to CSUF student users. [4/25/07, 11/11/81]

3) Senior Citizens (60 years and older)

Senior Citizens (60 years and older) shall be permitted the use of all Titan Student Union Titan Bowl & Billiards facilities at the faculty/staff rate. [4/25/07]

4) Titan Recreation Members [11/7/07]

Titan Recreation members shall be permitted to use the bowling center, billiards and Graphic Services at faculty/staff rates during their membership year (September 1 through August 31). This policy is subject to review by the Titan Student Centers Governing Board in May of each year. [11/7/07, 4/25/07]

5) Osher Lifelong Learning Institute Members

Official members of the Osher Lifelong Learning Institute sponsored by the CSUF Extended Education Program shall be granted "student status" for the purpose of determining and assessing TSU recreational charges. [11/11/81]

D. Bowling Fee Exemption [9/17/03]

Members of the bowling team are permitted to use TSU bowling lanes without fee for practice only during appropriate hours to be determined by the Titan Bowl & Billiards Manager. [4/25/07]

26. BUDGET TRANSFERS

The Titan Student Centers Director is authorized to transfer funds between accounts up to \$500, exclusive of personnel services, with approval of the Chair of the Titan Student Centers Governing Board. Transfers exceeding \$500 must come to the Board for a consideration in action.

During the months of June, July and August, the Director of Financial Services is authorized to recommend transfers of funds between programs and expensed accounts up to \$2,500, exclusive of personnel services, with the approval of the TSC Director and the TSC Governing Board Chair. At the time, the TSC Governing Board reconvenes in the fall, the TSC Director will make a full report of all interim transfer activity. Transfers will be recommended and approved using the current authorization for budget action form with a description of the necessary expense justification included; to be processed by the ASI Accounting Office. [5/15/13]

27. KEY POLICY

- A. Building master keys shall be assigned only to Titan Student Centers building staff who require such keys in the normal performance of their duties.
- B. Office and office area keys shall be assigned to ASI officers who maintain a permanent office within the Titan Student Union and to ASI commissioners who maintain permanent offices.
- C. All departments/programs/lessees will be assessed a \$10.00 charge for each broken or lost key. TSU departments/program supply accounts will be charged by way of a memorandum to the ASI Accounting Office (with copies sent to those being charged). ASI departments/programs, the Dean of Students Office and lessees will be invoiced. [12/6/89]
- D. All special exceptions to key policy must be made by the TSC Director.
- E. An occupant of an office within the Titan Student Union, upon issuance of an office key shall be required to sign a "Statement of Responsibility" stating the occupant's responsibilities while occupying his/her office.
- F. Individual key privileges may be revoked in the event that agreed upon terms are not followed or security/safety of facility is compromised. [2/11/04]

28. ELECTRONIC MESSAGE BOARD [11/15/00, 11/3/99]

- A. The operation of the Message Board is administered through the Associated Students, Inc. (ASI) Marketing Office located in the lower level of the Titan Student Union, room 7. [10/2/13]
- B. Eligible Users (listed in descending order of priority)
  - 1) Associated Students, Inc. funded and/or managed programs, services and government activities.
  - 2) University events and information pertinent to the majority of the students and others on campus.
  - 3) University departmental programs, activities and information.
  - 4) Student organization (non-ASI) special events or activities held at on-campus facilities.
  - 5) TSC sublease holders and TSU University Conference Center clients.
  - 6) Other CSUF auxiliaries, CSUF faculty and staff.
- C. The TSU Electronic Message Board is to be considered an informational sign to advise the campus community members about on-campus sponsored activities. [10/2/13]

28. ELECTRONIC MESSAGE BOARD (continued)
- D. No message space will be provided for off-campus entities, including those who may co-sponsor events with eligible users.
  - E. Messages pertinent to only selected individuals or organization members or of a personal nature will not be displayed without prior approval of the ASI Marketing Office and the TSC Governing Board Chair. [10/2/13]
  - F. Messages that list specific prices or discounts for good or services will not be displayed with the exception of ASI and Auxiliary Services Corporation (ASC). [10/2/13]
  - G. Message will be displayed for no less than one-week period of time and no longer than a two-week period of time.
  - H. Associated Students, Inc. funded and/or managed programs, services and government activities can submit up to 2 messages per 2-week period to run on the TSU Electronic Message Board.
  - I. Multiple slides promoting the same activity are not permitted without prior approval of the ASI Marketing Office. [10/2/13]
  - J. Messages for all non-ASI departments, clubs and organizations will be assigned on a first come, first serve basis. [10/2/13]
  - K. The Associated Students, Inc. reserves the right to accept or reject any materials submitted for posting and the right to edit all materials. All messages submitted are subject to space availability and appropriateness of content.
29. FIXED TITAN WALK INFORMATION TABLES [9/28/05]
- A. Fixed outdoor information tables, located along the Titan Walk, are available for scheduled use by recognized student organizations and campus departments. These information tables are reserved through the Student Organization Resource Center (SORC), located in Titan Student Union, 247.
  - B. Eligible Users
    - 1) Associated Students, Inc. funded and/or managed programs, services and government activities
    - 2) Recognized student organizations
    - 3) University departments
    - 4) Off-Campus organizations [10/1/08]
  - C. Priority scheduling of tables is extended to ASI programs, student organizations and University departments. Off-campus organizations may be scheduled as space permits. No more than five (5) tables may be reserved by all off-campus organizations on any one day. [10/1/08]
  - D. These fixed outdoor information tables cannot be scheduled by individuals or for-profit commercial sales. [10/1/08]

29. FIXED TITAN WALK INFORMATION TABLES (continued)

- E. Tables may be reserved a maximum of three consecutive days in a week and no more than twelve (12) days in a month. No more than two (2) tables can be reserved by an on-campus group per day. No more than one (1) table can be reserved by an off-campus organization per day. Exceptions to this practice require the approval of the Associate Dean of Students. [10/1/08]
- F. When not otherwise scheduled, these information tables are intended for informal casual public use (socializing, outdoor lunch location, etc.).
- G. Non-scheduled formal use of the information tables by groups and/or individuals is not permitted.
- H. Additional procedural information associated with the information table program is available through the *Student* Organization Resource Center (SORC).

30. EXTERIOR LIGHTING – AWARENESS CAMPAIGNS [9/19/12]

- A. Recognized student organizations may request the exterior lighting on the south face of the Titan Student Union be changed on a temporary basis to reflect the colors associated with a national awareness campaign, such as Autism Awareness Week.
- B. Requestors must meet the following stipulations:
  - 1) Keeping in mind that the Titan Student Union is a place of unity and inclusion, the event to be promoted must be:
    - a) Connected with a generally-known awareness campaign or promotion of national significance.
    - b) Relevant to the entire campus community, rather than focused on a particular audience or promoting a specific ideology.
  - 2) The event dates must not conflict with major campus events, such as Commencement or similar activities.
  - 3) In order to allow time for event approval and the purchase of lighting materials, requests must be made not less than sixty (60) days prior to the start of the campaign.
  - 4) The sponsoring groups must bear the cost of the lamps or other materials needed to achieve the lighting effect. Lamps and materials will become the property of the Associated Students, Inc. following the sponsored event.
  - 5) Re-lamping of the fixtures will be executed by ASI Building Engineering.
  - 6) The sponsoring group will conduct daily educational activities for the duration of the campaign, ensuring that TSU guests are aware of the significance of the lighting change.
  - 7) Each campaign will be limited to one (1) week, unless an exemption is approved by the Titan Student Centers Governing Board.
  - 8) Any such lighting promotion is also subject to the approval of the University and must be consistent to the mission and purpose of California State University, Fullerton.

30. EXTERIOR LIGHTING – AWARENESS CAMPAIGNS (continued)

- C. In order to utilize this service, the sponsoring group will submit a written request, addressing the above criteria, to the Titan Student Union Associate Director. If the above criteria are met, the TSC Director or designee has the authority to approve up to two (2) requests per academic term. Any additional request for the same term will be forwarded to the Titan Student Centers Governing Board Committee on Services for consideration.

31. VEHICLES (Bicycles, skateboard, roller skates, unicycles, etc.)

- A. Bicycles may be parked only in properly designated areas.
- B. The parking, riding and movement of vehicles, wheeled or otherwise, is prohibited within the Titan Student Union building except those for the purpose of transporting the handicapped. [2/11/04, 12/15/82]

32. EXTENDED BUILDING HOURS/OPENING ON A CLOSED DAY [5/15/91]

This refers to events and services scheduled outside of normal building operating hours as listed in the Hours of Operation Schedule approved annually by the Titan Student Centers Governing Board.

- A. Scheduling for any event or service outside of normal operating hours must be approved by the Director/Designee.
- B. Charges for adequate staffing and service will be made to all groups.
- C. The Director/Designee shall determine the number of staff required to host an event.
- D. Events scheduled in facilities other than the Titan Bowl & Billiards area may not be scheduled beyond 1:45 a.m. Exceptions must be approved by Director/designee. [4/25/07]

33. BUILDING ACCESS [5/2/90]

- A. Exterior keys to the Titan Student Union shall be issued only to authorized Titan Student Centers/Associated Students, Inc. or Activities staff who responsibilities may require them to access the Titan Student Union during non-operating hours.
- B. Persons who have been assigned office space must vacate the building at the close of operating hours. Such hours shall be posted on building entrances.
- C. In no case shall office tenants or building visitors be permitted to remain in the Titan Student Union when it is not under the supervision of authorized staff. Special exception to this policy may only be made by the Titan Student Centers Director or his/her designee.
- D. Authorized after hours users of the facilities are to notify University Police of their presence in the facility indicating approximately what time they are planning to leave and secure their exit. [2/11/04]

34. OFFICE ASSIGNMENTS [11/3/99]

- A. All office and space assignments shall be made at the discretion of the Titan Student Centers Governing Board according to the processes outlined.
- B. The Titan Student Centers Governing Board maintains a standing Committee on Planning, which shall make recommendations to the Titan Student Centers Governing Board regarding office and space assignments.

34. OFFICE ASSIGNMENTS (continued)

- C. The Committee on Planning establishes two separate categories for office and space assignment.
- 1) Administrative Use – This category includes office and space assignments for the Associated Students, Inc. Board of Directors, the Associated Students, Inc. Executive Staff, the Titan Student Centers Governing Board, Titan Student Centers programs/ services, and full-time staff of the Associated Students, Inc. and Titan Student Centers. Additionally, this category encompasses allied services located in the Titan Student Union, such as the Dean of Students Office, the CSUF Auxiliary Services Corporation Food Services, and other lessees. [4/25/07, 2/11/04]
  - 2) Student Organization Use – This category includes the assignment of a space to CSUF recognized student clubs/organizations.
- D. The Committee on Planning shall address administrative use requests on an as-needed basis.
- E. Student Organization Use shall be addressed as follows:
- 1) During the fall and spring semesters, applications shall be available for student clubs/ organizations to request an office space assignment for the following semester. [2/25/09]
    - a. Space assignments are made for one semester and shall be in effect from one week prior to the first day of the semester to the Friday of the week following final exams. [2/25/09]
    - b. With the exception of Associated Students, Inc. and Titan Student Centers programs, student clubs/organizations shall not have space assigned during the summer months. Exceptions to this may only be made by the TSC Director or designee. [2/11/04]
  - 2) At the start of each semester, the Chair of the Committee on Planning shall assess the number of office spaces not claimed or still vacant from the spring allocation process. At that point, applications shall be made available for student clubs/ organizations to request an office space assignment for the current semester. [2/25/09]
    - a. Space assignments shall be in effect from the date of the Titan Student Centers Governing Board's action to allocate the space until the Friday of the week following final exams. [2/25/09]
  - 3) Should a vacancy occur outside of these two space allocation processes, the Committee on Planning may hold another process to fill the vacant space.

35. STUDENT CLUB/ORGANIZATION OFFICE SPACE [11/3/99, 3/13/85]
- A. Once a student club/organization claims an allocated space, it must complete the following paperwork with the ASI Leader and Program Development:
- 1) Space Use Agreement
  - 2) Student Organization Office Information Sheet
  - 3) Room Inventory and Condition Form
  - 4) Shared Office Agreement
  - 5) \$85 Security Deposit, two keys maximum [9/30/09]
- B. Additionally, a copy of the Policies and Regulations for Use of Student Organization Offices, as outlined below, shall be provided to the student club/organization's president/chair. [2/11/04]
- 1) It shall be the responsibility of tenant organizations and their guests to be knowledgeable of and to comply with all University and Titan Student Union policies, guidelines, and regulations, which govern the general and specific use of campus facilities. Failure to abide by clearly stated policies, guidelines, regulations and the like may result in the tenant organization losing its allocated space. Tenants shall be held responsible for the behavior of their guests. [2/11/04]
  - 2) It is the responsibility of all occupants to keep the premises neat and in as good repair and condition as at the start of the agreement. The tenant organization(s) shall be held financially responsible for damages to the facility and/or furnishings beyond normal wear and tear. Please see the attached Room Inventory and Condition Form, which describes the condition of the office or club space at the time of occupancy. [2/11/04]
  - 3) Occupants are responsible for the basic sanitation in assigned spaces. All users must be careful when bringing food or beverages into the office or club space. Dining trays must be returned to the appropriate dining area the same day they were borrowed. So that prompt and appropriate custodial services may be provided, all food, beverage and other stain-causing spills must be reported the same day to the Information & Services Manager or the Night Manager. [2/11/04]
  - 4) The Titan Student Union does not carry insurance to cover the loss of personal property and assumes no liability for the security of equipment, furnishings, documents or personal items. The Titan Student Union strongly recommends that tenants and their guests not leave personal items unattended.
  - 5) Offices must be kept orderly with work surfaces and floors cleared at the end of each day so that routine custodial services may be provided.
  - 6) The Titan Student Union custodial service shall empty office waste baskets each weekday evening; however, organizations are responsible for the removal of boxes, packing materials, and the like to the Titan Student Union loading dock.
  - 7) Titan Student Union furnishings may not be rearranged or removed without prior authorization. Requests must be made in writing to the ASI Leader and Program Development (room 269, Titan Student Union).

35. STUDENT CLUB/ORGANIZATION OFFICE SPACE (continued)

- B. Additionally, a copy of the Policies and Regulations for Use of Student Organization Offices, as outlined below, shall be provided to the student club/organization's president/chair. (continued)
- 8) Unframed posters may be attached to walls with blue painter's tape only. This tape is available from the ASI Leader and Program Development. Upon request, the Titan Student Centers staff shall mount pictures, signage, bulletin boards and other decorative items to appropriate spaces. Requests for installation of such items are to be made in writing to the ASI Leader and Program Development. [2/25/09]
  - 9) Tenants shall not attach fixtures or decorative items to walls, ceilings, floors, doors, exterior or interior windows, furnishings or other surfaces and shall be held financially responsible for damage to facilities or furnishings.
  - 10) The Titan Student Union maintains a preventive maintenance program, which includes painting of offices, carpet and upholstery restoration, ceiling tile cleaning, etc. Tenants are not permitted to engage in painting, physical renovations or changes of any kind to any Titan Student Union facilities or furnishings. Tenants shall be held financially responsible for damages resulting from such activity and for the cost of restoring facilities to their original condition.
  - 11) The installation of certain electrical equipment may create safety hazards and cause undue electrical interruptions. Refrigerators, food and beverage preparation equipment, heaters, fans and all other high electrical consumption appliances are prohibited in office areas. Tenants may provide their own computers and calculators; however, the Titan Student Union shall not be responsible for their security.
  - 12) Multiple plug outlets and multiple plug extension cords may not be used without prior written authorization. Requests may be made in writing to the ASI Leader and Program Development.
  - 13) The Titan Student Union is not responsible for losses incurred by office tenants resulting from interruption to utilities (telephones, heating, cooling and ventilation and electrical). Tenants should be aware that utility interruptions do occur occasionally and are beyond the control of the Titan Student Union.
  - 14) Hazardous or flammable materials may not be used or stored in offices or meeting rooms at any time for any reason. The ASI Leader and Program Development can provide information regarding the proper use and storage of such materials.
  - 15) The Titan Student Union provides a reasonable complement of appropriate furnishings to office tenants. Tenants, therefore, are not permitted to provide their own furnishings. Exceptions may be made for specialized equipment necessary for the tenant to conduct business and/or equipment designed to assist the physically challenged. Requests must be made in writing to ASI Leader and Program Development. [2/11/04]
  - 16) For reasons of ventilation and protection of furnishings, banner and poster making is strictly prohibited in offices and club rooms. The Titan Student Union recommends that tenants utilize the banner and poster making space in the Graphic Services area located in Room 4 on the lower level of the Titan Student Union. Materials and supplies are provided at a reasonable cost.



35. STUDENT CLUB/ORGANIZATION OFFICE SPACE (continued)

B. Additionally, a copy of the Policies and Regulations for Use of Student Organization Offices, as outlined below, shall be provided to the student club/organization's president/chair. (continued)

- 17) Upon written request to ASI Leader and Program Development, tenants may request the Titan Student Union to coordinate the installation/termination of telephone service. Tenants shall have the following financial responsibility:
  - a. The timely payment of all local, long distance, ATSS and other use fees as well as all installation/termination/relocation/repair for any reason and replacement costs originating from the tenant's assigned phone number.
  - b. The timely payment of monthly service plus a \$2.00 per month administration fee.
  - c. Failure to pay telephone invoices within 15 days following the receipt of such invoices may result in termination of telephone service.
  - d. Telephone deposit of \$50. This deposit shall be refunded following the tenant's request to terminate phone service and final payment for charges. Deposits shall not constitute advance or full payment for services.
- 18) Only two office keys shall be issued: one to the President and one to the Treasurer, as listed with the Dean of Students Office. A \$10.00 refundable deposit shall be required for each key issued. Lost or broken keys shall be charged at the cost of replacement plus a service charge. Individual key holders may not lend or transfer keys to other persons. Tenants shall be charged for lock changes required to maintain security. [2/25/09]
- 19) Persons who have been assigned office space must vacate their offices at the close of regular building hours. Operating hours are posted on building entrances. In no case shall office tenants or visitors be permitted to remain in the Titan Student Union when it is not under the supervision of authorized staff. Requests for special exceptions to this policy must be made in writing to the ASI Leader and Program Development (Room 269, Titan Student Union). [2/25/09, 2/11/04]
- 20) Office space allocations shall be made for a period of one semester commencing one week prior to the start of the semester and through the Friday of the week following finals. Tenants are expected to have removed all personal belongings no later than the Friday of the week following finals. Property left on the premises shall be removed to the trash. [2/25/09]
- 21) Consistent with University policies, the Titan Student Union observes a no smoking in all interior areas of the building.
- 22) The Titan Student Union provides mail delivery at no charge. Student clubs/organizations, which are recognized by the Dean of Students Office, may request mail pickup and delivery through the Student Organization Resource Center. This service shall not be utilized for the personal use of individual members. [2/25/09]
- 23) The Titan Student Union shall provide club and office space to registered organizations solely for the purposes of supporting their campus activity. Groups shall not use Titan Student Union facilities to conduct or support commercial activities. Fundraising activities shall be permitted provided they are consistent with University and Titan Student Union policies and be incidental to the purposes of the organization as stated in the office space application.

35. STUDENT CLUB/ORGANIZATION OFFICE SPACE (continued)

- B. Additionally, a copy of the Policies and Regulations for Use of Student Organization Offices, as outlined below, shall be provided to the student club/organization's president/chair. (continued)
- 24) Given the close proximity of office space, tenants and their guests shall conduct their activities in such a way that shall not disturb others.
  - 25) In offices, which have workstation-type desks, tenants shall not store large or heavy items in or on the overhead storage area due to earthquake safety concerns. The Titan Student Centers staff routinely inspects all Titan Student Union spaces for potential safety concerns. Upon the finding of a suspected safety concern, the tenant is notified in writing via the tenant's mail slot of the concern and of the means of redress. The tenant is then required to immediately comply with the redress. Appeals of such safety concerns are to be made to the ASI Leader and Program Development.
  - 26) When sharing an office, tenants agree to complete a Shared Office Agreement form, to make the provisions of such an agreement known far and wide to all of the tenants' organizational members, to comply with such provisions and to resolve any intra-office disputes through mediation coordinated by the ASI Leader and Program Development.

36. STUDENT ORGANIZATION LOCKERS [10/28/09]

- A. Once a student organization claims an allocated locker, it must complete the following paperwork with ASI Leader and Program Development (TSU-269):
- 1) Locker Use Agreement
  - 2) Student Organization Office Information Sheet
  - 3) Room Inventory and Condition Form
  - 4) \$85 Security Deposit
- B. Additionally, a copy of the Policies and Regulations for Use of Student Organization Lockers, as outlined below, is provided to the student club/organization's president/chair.
- 1) The Titan Student Union provides locker space to registered organizations solely for the purposes of supporting their campus activity. Groups are not to use Titan Student Union facilities to conduct or support commercial activities. Fundraising activities are permitted provided they are consistent with University and Titan Student Union policies and be incidental to the purposes of the organization as stated in the locker application.
  - 2) Locker allocations are made for a period of one semester commencing one week prior to the start of the semester and through the Friday of the week following finals. Tenants are expected to have removed all personal belongings no later than the Friday of the week following finals. Property left on the premises shall be removed to the trash.
  - 3) It is the responsibility of tenant organizations and their guests to be knowledgeable of and to comply with all University and Titan Student Union policies, guidelines, and regulations, which govern the general and specific use of campus facilities. Failure to abide by clearly stated policies, guidelines, regulations and practices may result in the tenant organization losing its allocated space. Tenants are held responsible for the behavior of their guests.

36. STUDENT ORGANIZATION LOCKERS (continued)

- 4) Tenants provide a lock at their cost to secure the locker. Though the Titan Student Union does not recommend any particular type or brand of lock, tenants are advised to choose a high-quality lock.
- 5) The Titan Student Union reserves the right to remove tenant's lock at any time if deemed necessary to inspect the locker and/or its contents. There is no reimbursement for a cut lock.
- 6) It is the responsibility of all occupants to keep the locker and the premises neat and in as good repair and condition as at the start of the agreement. The tenant organization(s) is held financially responsible for damages to the locker, facility, and/or furnishings beyond normal wear and tear. Please see the attached Room Inventory and Condition Form, which describes the condition of the locker and office space at the time of occupancy.
- 7) Occupants are responsible for the basic sanitation in assigned spaces. Offices must be kept orderly with work surfaces and floors cleared at the end of each day so that routine custodial services may be provided. In order that prompt and appropriate custodial services may be provided, all food, beverage and other stain-causing spills must be reported the same day to the Information & Services Manager or the Night Manager.
- 8) The Titan Student Union custodial services empties office waste baskets each weekday evening; however, organizations are responsible for the removal of boxes, packing materials and other like items to the Titan Student Union loading dock.
- 9) The Titan Student Union does not carry insurance to cover the loss of personal property and assumes no liability for the security of equipment, furnishings, documents or personal items. The Titan Student Union strongly recommends that tenants and their guests not leave personal items or items of value unattended.
- 10) Titan Student Union furnishings may not be rearranged or removed without prior authorization. Requests must be made in writing to ASI Leader and Program Development (room 269, Titan Student Union).
- 11) No decorations, bulletin boards or other such items may be hung in the room housing the lockers.
- 12) The Titan Student Union maintains a preventive maintenance program, which includes painting of offices, carpet and upholstery restoration, ceiling tile cleaning, etc. Tenants are not permitted to engage in painting, physical renovations or changes of any kind to any Titan Student Union facilities or furnishings. Tenants are held financially responsible for damages resulting from such activity and for the cost of restoring facilities to their original condition.
- 13) Multiple plug outlets and multiple plug extension cords are not allowed.
- 14) The Titan Student Union is not responsible for losses incurred by office tenants resulting from interruption to utilities (telephones, heating, cooling and ventilation and electrical). Utility interruptions do occur occasionally and are beyond the control of the Titan Student Union.
- 15) The following items are prohibited in the lockers or the room housing the lockers: hazardous or flammable materials, food, cooking devices, and refrigerators. Items that need continual connection to electricity are prohibited as well.

36. STUDENT ORGANIZATION LOCKERS (continued)

- 16) Tenants are not permitted to provide their own furnishings. Exceptions may be made for specialized equipment necessary for the tenant to conduct business and/or equipment designed to assist the physically challenged. Requests must be made in writing to ASI Leader and Program Development.
- 17) For reasons of ventilation and protection of furnishings, banner and poster making is strictly prohibited. The Titan Student Union recommends that tenants utilize the banner and poster making space in the Graphic Services area located in Room 4 on the lower level of the Titan Student Union. Materials and supplies are provided at a reasonable cost.
- 18) No keys are issued to tenants. Access to the room housing the lockers is during the normal operating hours of the Titan Student Union, through the Student Organization Resource Center (8am to 5pm) or through the Information & Services desk (5pm to closing). Operating hours are posted on building entrances and the TSU website. In no case are office tenants or visitors permitted to remain in the Titan Student Union when it is not under the supervision of authorized staff.
- 19) Consistent with University policies, the Titan Student Union observes no smoking in all interior areas of the building.
- 20) The Titan Student Union provides mail delivery at no charge. Student clubs/organizations, which are recognized by the Dean of Students Office, may request mail pickup and delivery through the Student Organization Resource Center. This service is not to be utilized for the personal use of individual members.
- 21) Given the close proximity of office space, tenants and their guests are to conduct their activities in such a way that does not disturb others.
- 22) Tenants can only store items in their assigned locker space.

37. TERMINATION OF OFFICE ASSIGNMENT

The Titan Student Centers Governing Board has the authority to revoke office assignments and shall periodically review the use being given a particular area to insure proper use.

38. RESPONSIBILITY OF INDIVIDUALS OR GROUPS REGARDING ASSIGNED OFFICE SPACE

- A. Individuals or groups assigned office space are responsible for maintaining the facility in the condition it was received.
- B. Signs, wall decorations, and bulletin boards must be approved by the ASI Leader and Program Development and must be installed only by Titan Student Centers Building Engineering staff. [2/25/09]
- C. Individuals or groups assigned office space will be charged for all damages other than "normal" wear to wall and ceiling surfaces, doors, carpets, furniture, draperies, and all other fixed or removable property belonging to the Titan Student Union.
- D. Individuals and organizations requesting to change offices will be charged for all costs the Titan Student Union will incur in the moving of equipment and fixtures to complete the relocation.

39. TITAN STUDENT UNION ACCESS LIMITATION

Access to the Titan Student Union shall be limited to individuals who fall into the following categories:

- A. CSUF students, faculty and staff.
- B. Community members 18 years of age and over.
- C. Individuals under 18 years of age only when accompanied by and under the immediate supervision of a CSUF student, faculty or staff member, or community member 18 years of age or over.

40. GENERAL BUILDING POLICIES

- A. No-Smoking Facility - California State University, Fullerton is a no-smoking campus; smoking is prohibited throughout all indoor and outdoor areas of the Titan Student Union. "Smoking" is defined as inhaling, exhaling, burning or carrying a lighted cigarette, cigar, pipe or other smoking product, including electronic cigarettes and vaporizers. [12/9/15, 2/11/04, 1/15/86, 12/12/84, 5/16/84]
- B. Animals - Animals, except for service animals, shall not be permitted to enter Titan Student Union facilities. [12/9/15]
- C. Amplified Sound - the use of amplified sound is generally prohibited except when approved for a scheduled event.
- D. Attire - clothing is required at all times while in the Titan Student Union. Minimum expectations include shirt, pants, dress, skirt or other garments in which individuals are considered to be fully clothed. [9/2/09]
- E. Bare Feet - bare feet are prohibited throughout the entire Titan Student Union building including outdoor eating area and restrooms. Exception to this policy applies in the foot-washing station located on the second level. Further exceptions may be made for certain culturally related events and performances scheduled through the University Conference Center. [2/11/04, 12/15/82]
- F. P.A. System - the Titan Student Union public address system is designed to provide music and programming capability to certain areas of the building, emergency announcements, and other announcements necessary for the proper operation of the facility. Requests for general paging will not be accepted.
- G. Storage Areas - storage areas located within the Titan Student Union may be utilized only by authorized Titan Student Centers staff. Storage areas associated with specific office areas may be utilized by these groups or individuals to whom the office space is assigned.
- H. Food & Drinks - food and drinks shall be permitted only in areas designed for the consumption of food. Food and drink of any kind are specifically prohibited in the following areas: Mainframe Computer Lounge and Billiard Areas. [5/2/12, 2/11/04]
- I. Building Tours - tours of the Titan Student Union which include areas not normally open to the public must be conducted by Titan Student Centers employees only and with authorization of the Titan Student Centers Director or his/her designee.